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PART I

Punjab Government Notifications and Orders

GOVERNMENT OF PUNJAB

DEPARTMENT OF INDUSTRIES AND COMMERCE

(Industries Branch)

NOTIFICATION

The 7th May, 2025

No. IND-INDUOMISC/221/2021-SA-2/247.- The Council of Ministers in its meeting held on 24.04.2025 has considered the subject noted matter and decided to create an appellate authority for cancelled plots of PSIEC due to various reasons. This policy applies to all appeals, filed by plot holders whose plots were cancelled by PSIEC for various reasons (except those already resumed or re-allotted).

POLICY FOR APPELLATE AUTHORITY

1. Objective:

This policy aims to establish a structured, transparent, and efficient mechanism for filing, reviewing, and deciding appeals against the cancellation of plots by PSIEC, ensuring compliance with legal principles, including Audi Alteram Partem (right to be heard), and fostering stakeholder confidence.

2. Scope:

This policy applies to all appeals filed by plot holders whose plots were cancelled by PSIEC for various reasons (except those already resumed or re-allotted).

3. Definitions:

- a. Applicant: The plot holder or authorized representative filing an appeal.
- b. PSIEC: Punjab Small Industries and Export Corporation.
- c. MD: Managing Director of PSIEC.
- d. BOD: Board of Directors of PSIEC.
- e. Scrutiny Committee: A committee constituted under this policy to review appeals and submit findings.

4. Appeal Filing Process:

4.1 Eligibility: Any plot holder whose plot was cancelled (except those already resumed or reallotted) by PSIEC, upon substantiation of their claim with relevant documents or evidence.

4.2 Application Submission:

- a. Applicants shall submit a written appeal in the prescribed format (**Format-A**) either physically or via email to appeal .psiec@gmail.com.
- b. The appeal must be submitted by 30.09.2025 for already cancelled plots and within 6 months from the date of cancellation orders for future cases. Delays may be condoned by the BOD in exceptional circumstances with valid reasons.

4.3 Documents Required:

- a. Copy of the plot cancellation order issued by PSIEC.
- b. Proof of compliance with PSIEC requirements (e.g., production certificate, payment receipts).
- c. Detailed statement explaining grounds for appeal (e.g., fulfillment of obligations, procedural irregularities).
- d. Additional supporting evidence (e.g., correspondence, photographs, affidavits, indemnity bond).
- e. Identity proof and authorization letter (if filed by a representative).

4.4 Receipt and Acknowledgment:

- a. An Appeal Reference Number (ARN) will be issued by the Central Diary Section and marked to CGM (Estate) office.
- b. The Estate Wing will process and submit the case to the Scrutiny Committee within 5 working days.

5. Scrutiny Committee:**5.1 Composition:**

- a. Additional Managing Director (AMD), PSIEC-Chairperson
- b. CGM(Estate)- Member
- c. GM (Finance)- Member
- d. Concerned GM (DIC)- Member
- e. Concerned Executive Engineer (XEN)- Member
- f. Concerned Estate Officer-Member/ Convernor
- g. Law Officer- Member

5.2 Responsibilites:

- a. Verify facts stated in the appeal against PSIEC records.
- b. Examine grounds of cancellation and applicant's claims.
- c. Collect additional evidence/clarifications from the applicants or PSIEC as per existing norms or government guidelines.
- d. Prepare a detailed report with findings for submission to the BOD.

5.3 Process:

- a. The Committee will meet at least once every fortnight to review cases.
- b. Applicants may be called for a hearing if deemed necessary, ensuring natural justice.
- c. The Committee will submit its report to the BOD within one month of receiving the appeal.

6. Decision by Board of Directors (BOD):

6.1 Review Process:

- a. The BOD will review the Scrutiny Committee's report, the appeal, and PSIEC's rebuttal (if any) on a case-by-case basis.
- b. The BOD may summon the applicant and PSIEC representatives for a hearing, if required.
- c. The BOD may seek additional information/clarification from PSIEC officers or GM, DIC, as needed.

6.2 Decision-Making:

- a. Decisions will be based on compliance with PSIEC norms, evidence of procedural lapses, and fairness.
- b. The BOD may impose additional conditions while disposing of the appeal.

6.3 Timeline: The BOD will convene at least once a month to consider cases.

6.4 Communication: The final decision will be communicated to the applicant within 05 working days of BOD meeting minutes.

Board of Directors of PSIEC is authorized to issue detailed operation guidelines and amend the policy as required, with larger policy issues referred to the Council of Ministers or Administrative Department, Industries & Commerce, as required.

This policy shall take effect from the date of issuance of this notification, with a **deadline of 30.09.2025 for appeals related to existing cancellations or six months from the date of cancellation for fresh cases.**

Chandigarh

The 7th May, 2025

KAMAL KISHOR YADAV, IAS

Administrative Secretary to Govt. of Punjab

Department of Industries & Commerce.